



# Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

## Personnel Department

PO Box 279 La Push, WA 98350

(360) 374-4366/4367 Fax (360) 374-4368



Position Title: Early Childhood Education Assistant Cook  
 Supervisor: ECE Nutrition Manager and/or ECE Director  
 Salary: Hourly \$13.50 probationary-\$14.18 probationary completion  
 Opens: April 18, 2019  
 Closes: Open Until Filled

### Duties and Responsibilities:

- Assist in preparing meals and snacks for chi? Cho Otsk Ati children using USDA, Head Start, and Child Care guidelines
- Assist in maintaining inventory of food, supplies, and equipment
- Assist in maintaining equipment in good working order
- Plans menus with the assistance of the Nutritionist, Head Cook/Nutrition Manager
- Assist in typing and provide the menu to Head Start and Child Care parents monthly
- Cleans worksite including dishes
- Assist in preparing food for Policy Council, Parent Committee, field trips, and other school and community events.
- Assists with setting up classes and cleaning for mealtimes
- Works with head cook and nutritionist to provide appropriate meal service to children with allergies or other special needs
- Must be willing to help in the classroom as needed
- Must be willing to work as a positive team member
- Help complete study month with direction from Lead Cook, help obtain forms
- Complete other duties as assigned

### Minimum Qualifications:

1. Current Food Handlers Permit, TB test, First Aid and CPR card
2. Must be able to maintain strict confidentiality
3. High School Diploma or GED or willing to obtain in one year
4. Must possess a valid Washington State Driver's License or obtain
5. Must pass criminal background check and drug screen
6. Ability to communicate effectively with parents and staff
7. Must be able to lift up to 50 lbs.

The statements contained herein reflect general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload. Individual must have good work ethics and daily attendance is a must.

All candidates for employment with the Quileute Tribe will be required to undergo drug screening prior to official selection for employment by the Quileute Tribal Council. Must adhere to Personnel Policies and Drug and Alcohol Policies.

Interested parties must submit a **QTC job application, resume, and cover letter** to the following address:

Personnel Department  
 PO Box 279  
 La Push, WA 98350

Obtain a job application at [www.quileutenation.org](http://www.quileutenation.org)

If the applicants have equal qualifications, preference will be given to a Quileute Indian applicant and other preference to Native Americans and Alaskan Natives, except as provided by the Indian Preference Act (title 25 U.S. code section 471 & 473). There will be no discrimination in selection due to race, color, creed, age, sex, nation origin, physical handicap, marital status, political membership or non-membership in an employee organization.